

LEAD 2009 – 2010

New LEAD Coordinator Training



This presentation will cover:

- LEAD Terminology
- The EPSB LEAD web application
- Reading LEAD reports
- An overview of the LEAD steps

Terminology



Basic Terminology

- Extract
 - The process in Infinite Campus for generating a LEAD file to upload to the EPSB website
- Full Data Report
 - A document showing all data submitted through the LEAD process
- LEAD
 - Local Educator Assignment Data
- LEAD file/LEAD Extract File
 - The file generated during the extract process in Infinite Campus

Basic Terminology

- Preliminary Audit Report
 - The primary tool for working through LEAD data. This report should be generated by the coordinator after every upload. It will display only those individuals with unresolved LEAD issues.
- Report/LEAD Report
 - The generic term used when referring to all things LEAD
- Run Report
 - Generating the PDF of the Preliminary Audit Report. This does not indicate a new upload is necessary.
- Sign off
 - Entering ones user ID, password, and full name to indicate completion of the LEAD report/LEAD process

Basic Terminology

- Staff Warning
 - Comments appearing in red (other than "certification issue") on the school page of the preliminary audit report. These warnings must be corrected on the preliminary audit report but can be disregarded on the full data report.
- Submit or Finalize
 - Finishing the LEAD report by using the sign off feature. Submitting indicates that work on the LEAD report is complete and all errors are either clear or are understood to be true certification issues. Once submitted/finalized, a district cannot access the LEAD data for further editing.
- Upload
 - Sending the LEAD file to EPSB via the LEAD website once the file has been generated during the extract process in Infinite Campus

Report Comments

- Certification Issue
 - There is an error with one or more of this individual's courses or with their MUNIS jobclass code. This comment is not always indicative of a problem with the individual's certificate; it usually indicates a miscode of some kind.
- Holds only SOE/Must Submit COE
 - The only valid credential held by the teacher is a Statement of Eligibility. If the teacher is new, please file the Confirmation of Employment with the KTIP office. If the teacher has completed KTIP, their current certification has expired and additional steps need to be taken.



Report Comments

- Incorrectly Coded (This error comment will only appear on the Edit LEAD Data Page).
 - The content or the population is currently displaying "none." Supply the needed information to correct
- Insufficient Certification (course)
 - The teacher's certification does not match one or more parameters of the course, but the LEAD system is unable to identify the specific problem

Report Comments

- Insufficient Certification (MUNIS)
 - The teacher/administrator cannot clear this particular jobclass with their current certification
- KTIP Approved
 - This comment can indicate 2 different things:
 - 1. The individual has recently completed KTIP but the final report has not yet been submitted by the District KTIP coordinator
 - 2. The individual has been approved to enter KTIP but the internship certificate has not yet been processed

Report Comments

- KTIP Final
 - The individual has recently completed KTIP and a final report has been received. Processing is not complete due to one or more missing items (usually \$\$)
- No Courses for Staffmember
 - STAFF WARNING - this indicates that someone with an employee type of "Teacher" is not assigned as primary or secondary teacher on any course in the LEAD file. All persons with an employee type of "Teacher" should be assigned as primary or secondary on at least one course.



Report Comments

- Out of Field
 - The content specified for the course does not match the teacher's certification area
- Out of Grade Range
 - The grade level (s) of the students enrolled in the course do not match the teacher's certification area
- Out of Population
 - The population specified for the course does not match the teacher's certification area

Report Comments

- Specify Content
 - The content is currently displaying "none." To correct this, assign a valid state code on the course tab. If the state code of 909999 has been selected, assign the appropriate content on the section tab.
- Specify Population
 - The population is currently displaying "none" indicating there are no students enrolled in the course. To correct this, either assign students to the section or assign the appropriate population on the section tab
- SSN Not Found in EPSB Database
 - STAFF WARNING - this indicates that the SSN as it appears in Infinite Campus does not match any SSN on file with EPSB. Should be addressed for all employee types as it indicates they are attached to a course.

Tips



Helpful Hints

- The LEAD process is a team approach.
- Involve HR staff, curriculum specialists, special ed coordinators, guidance counselors, finance officers
- Provide training to staff (counselors, principals, attendance staff, and curriculum specialists)
- Create a consistent method for communicating information from the school to the district level during LEAD reporting

Helpful Hints

- Upload your report early and as frequently as needed
 - Early upload allows staff assignment changes to happen early
 - As paperwork is processed at EPSB, corrections happen automatically
- Uploading to our site allows you to view any certification or coding errors AND allows us to see that information so we can help you. Your report is not officially “submitted” until you sign off.
- Do not wait to hear from EPSB after an upload. We do not notify you concerning errors during the uploading phase.

Related Topics

□ KECI

- Principals and district personnel can use the permissions tool in KECI to find out exactly what an individual can teach. If you have questions, please contact the LEAD Help Desk.

□ MUNIS

- MUNIS errors related to job class corrections will be corrected by re-submitting the district PSD/CSD file to KDE (usually done by your finance officer)

The Online EPSB LEAD Web Application

Access

- ❑ Log in from the www.epsb.ky.gov homepage then select LEAD from your EPSB Online Services menu OR
- ❑ Web address to directly access the online EPSB LEAD site is <https://wd.kyepsb.net/EPSB.WebApps/LEAD>
- ❑ Login using your user ID and password
- ❑ Contact Cindy Godsey or the EPSB help desk if you have problems logging in

Navigating the Site

District: Adair County



KECI

Intro

Upload Files

Edit LEAD Data

Reports

Signoff and Submit Final LEAD Data

Welcome to the online EPSB LEAD Site!

This site has many tools to help you complete your LEAD Report. All of the tools will be available for use beginning August 14th.

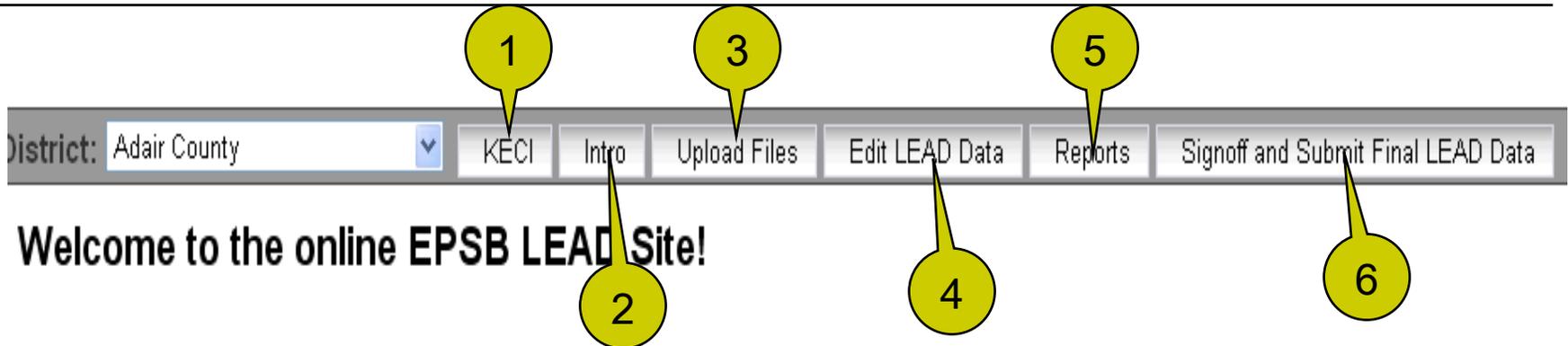
Getting Started

To get started, you will upload files, and then run a Preliminary Audit Report. We recommend uploading your files and running your first Preliminary Audit Report within the first two weeks of school. The preferred process for editing is as follows:

- [Upload](#) the files
- Run the [Preliminary Audit Report](#)
- Investigate kick-outs and make needed adjustments
- Use your access to make the changes,
- [Upload](#) the files again
- Run the [Preliminary Audit Report](#) again
- Investigate and make adjustments again
- Continue to repeat this until the LEAD data is correct
- Submit the LEAD data on or before the deadline **October 20th**.

LEAD Coordinators may also choose to edit using the "Edit LEAD Data" tool available below. It is important to note, the initial files for the LEAD Editor are uploaded from your current files. Changes made using the "Edit LEAD Data" tool are not saved in STI; these changes are saved on EPSB servers. **Because of this, additional uploads will erase changes made in the LEAD Editor.**

Navigating the Site



1. Link to Kentucky Educator Certification Inquiry (KECI) to check certificate type, status, and permissions
2. Returns to the main LEAD page
3. Page to upload file once it has been exported from the SIS
4. Online LEAD editor – use for final corrections once SIS corrections are complete
5. View Preliminary Audit Report, Full Data Report for district and specific schools; e-mail reports to building level principals
6. Use your user ID and password to digitally signoff and submit your report by October 20

Upload page

District: Anchorage Independent KECI Intro Upload Files Edit LEAD Data Reports Signoff and Submit Final LEAD Data

LEAD File Upload Instructions from Infinite Campus

Pre-upload step

- Zip the file once it has been extracted from Infinite Campus
 - Right click on the file
 - Click "Send to"
 - Click "Compressed Folder"

Upload steps

1. Click "Browse" below
2. Click on the following
 - a. Desktop
 - b. (if you placed the file in a folder titled LEAD, click that next)
3. Click on "LEAD_###_2_10"
 - a. It may have .xml or .xml.zip at the end
 - b. make sure that it is the one with the zipper on the folder
4. Click "open" after the file has been selected
5. Click the "Upload" button. Uploading may take several minutes.

Select File to Upload:

[Back](#)

Edit LEAD Data Page

Main Edit Screen

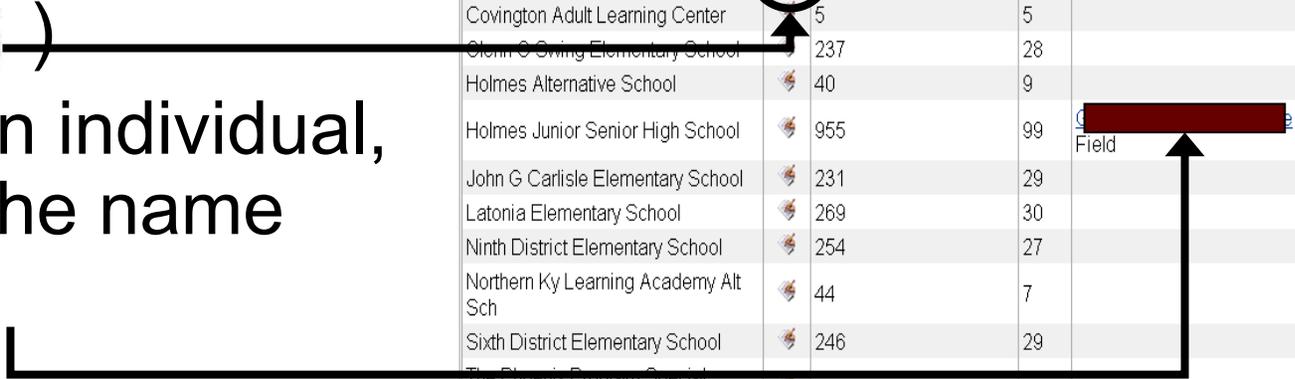
- ❑ To access this page, click “Edit LEAD Data”
- ❑ To review an entire school, click the edit icon ()
- ❑ To edit an individual, click on the name

District Summary Statistics:

LEAD Status	Courses
Out of Field	1

Please note that any changes you make using the online editor will be lost if you upload a new version of the Files.

Location	Edit	Courses/Assignments	Staff	Problems
Covington Independent				
Biggs Early Childhood Preschool Center	 1		18	
Covington Adult Learning Center	 5		5	
Glenn G. Swing Elementary School	 237		28	
Holmes Alternative School	 40		9	
Holmes Junior Senior High School	 955		99	<input type="text" value="Out of Field"/>
John G. Carlisle Elementary School	 231		29	
Latonia Elementary School	 269		30	
Ninth District Elementary School	 254		27	
Northern Ky Learning Academy Alt Sch	 44		7	
Sixth District Elementary School	 246		29	
The Phoenix Program Special Education	 10		10	
Thomas Edison Elementary School	 183		26	
Two Rivers Middle School	 302		45	



Online LEAD Editor Individual Edit Screen

- ❑ Enter comments about MUNIS errors
- ❑ Click the edit icon for courses showing errors
- ❑ Delete multiple courses if necessary

MUNIS Data

Year	Location	Last	First	Middle	Job Class	Description	Status	Override	Comments	
2009	G					HIGH SCHOOL CLASSROOM INSTR	Cleared	N		 Edit

Course Data

Select Record	ID		Description	KDE Number	Content	Population	Low	High	Teaching Method	Instructional Setting	Special Type	Status	Comments
<input type="checkbox"/>	2535b_3	 Edit	Astronomy	304612	Astronomy	General	9th	12th	Direct Instruction	Onsite Classroom	None	Out of Field	
<input type="checkbox"/>	2535b_3	Edit	Astronomy	304612	Astronomy	Specific Learning Disability	9th	12th	Direct Instruction	Onsite Classroom	None	Cleared	
	2535b_3	Edit	Astronomy	304612	Astronomy	Gifted	9th	12th	Direct Instruction	Onsite Classroom	None	Cleared	
<input type="checkbox"/>	2535b_4	Edit	Astronomy	304612	Astronomy	General	10th	12th	Direct Instruction	Onsite Classroom	Special Education Classroom	Cleared	
<input type="checkbox"/>	2535b_4	Edit	Astronomy	304612	Astronomy	Gifted	10th	12th	Direct Instruction	Onsite Classroom	Special Education Classroom	Cleared	
<input type="checkbox"/>	2535b_4	Edit	Astronomy	304612	Astronomy	Specific Learning Disability	10th	12th	Direct Instruction	Onsite Classroom	Special Education Classroom	Cleared	
<input type="checkbox"/>	25611_1	Edit	Space Science	303091	Integrated Science 1	General	9th	9th	KVHS	Onsite Classroom	None	Cleared	
<input type="checkbox"/>	25611_1	Edit	Space Science	303091	Integrated Science 1	Gifted	9th	9th	KVHS	Onsite Classroom	None	Cleared	

Add Teacher to Selected Courses

Delete Selected Courses

Add Course

Save and Go Back To Main Menu

Online LEAD Editor

Edit box

- ❑ Make corrections
- ❑ Make course related comments here, not in MUNIS comment field
- ❑ Click Save

Edit :51167015

ID:

Description:

KDE Number:

Content:

Population:

Low Grade: High Grade:

Teaching Method:

Instructional Setting:

Comments:

Reports page

Organization	Preliminary	Full	Email
Adair County			<input type="checkbox"/> Darrell Treece (School District Superintendent) (Darrell.Treece@Adair.kyschools.us) <input type="checkbox"/> Brenda Mann (School District Asst Supt) (brenda.mann@adair.kyschools.us) <input type="checkbox"/> Renae Smith (Director of Finance and Business) (Renae.Smith@Adair.kyschools.us) <input type="checkbox"/> Renae Smith (MUNIS Finance Contact) (Renae.Smith@Adair.kyschools.us) <input type="checkbox"/> Becky Bailey (Dir of District Personnel) (becky@adair.k12.ky.us) <input type="checkbox"/> Phyllis Curry (LEAD Coordinator) (phyllis.curry@adair.kyschools.us)
Adair County Elementary School			<input type="checkbox"/> Robert Harmon (School Principal) (Robbie.Harmon@Adair.kyschools.us)
Adair County High School			<input type="checkbox"/> Troy Young (School Principal) (troy.young@adair.kyschools.us)
Adair County Middle School			<input type="checkbox"/> Alma Rich (School Principal) (alma.rich@adair.kyschools.us)
Adair Youth Development Center			<input type="checkbox"/> Tamara Smith (School Principal) (tamara.smith@adair.kyschools.us)
Colonel William Casey Elementary			<input type="checkbox"/> Patricia Jones (School Principal) (patty.jones@adair.kyschools.us)
John Adair Intermediate School			<input type="checkbox"/> Jane Branham (School Principal) (jane.branham@adair.kyschools.us)

- Choose appropriate report icon to view
 - Districtwide information is listed first
 - School-specific reports are available next to the school's name

Sign off page

Standards Board

District: Anchorage Independent

KECI Intro Upload Files

Edit LEAD Data Reports Signoff and Submit Final LEAD Data

Signing below indicates that you are finished working with your LEAD data, and expect no further uploads or changes.

I hereby affirm and declare that the information provided in this report is true, accurate, and complete to the best of my knowledge. I further verify and understand that by typing my name in the signature box, I am affixing my electronic signature and that this constitutes a legally binding document.

User ID:

Full Name:

Password:

[Click Here To Agree And Digitally Sign](#)

Reports

Preliminary Audit Report

Full Data Report

E-mailing reports

Reports

- Preliminary Audit Report
 - Run after every upload
 - Use to investigate errors
- Full Data Report
 - Run by the beginning of October (fall) and by mid February (spring)
 - Use the e-mail tool to distribute portions to the appropriate school personnel for verification
 - Save a copy on disk or hard drive for a record of all data submitted

Reports

- Verify date of most recent export on page 3 (either report)
 - P. 3, item A
- If corrections are not reflected after a new upload, check this date.

Any Town County

File Summary

Year: 2007-2008 Spring
District: ANY TOWN COUNTY (999)
File Exported At: 26-FEB-08
Version: 10.0.4
339 staffmembers.
1433 courses.
1433 content areas.

File Exported At: 26-FEB-08

School	School Code	Grade Range	Comments
Any Town County	N/A	N/A	0 certification issue(s). 0 MUNIS certification issue(s).
North Town Primary School	010	Entry - Primary	36 courses. 76 staffmembers. 0 certification issue(s). 0 MUNIS certification issue(s).
Any Town High School	040	9th - 12th	626 courses. 93 staffmembers. 22 certification issue(s). 1 MUNIS certification issue(s).
Any Town Middle School	050	6th - 8th	402 courses. 60 staffmembers. 9 certification issue(s). 0 MUNIS certification issue(s).
Central Preschool Center	016	Preschool - Preschool	2 courses. 20 staffmembers. 0 certification issue(s). 0 MUNIS certification issue(s).
South Town Elementary School	030	Primary - 5th	197 courses. 53 staffmembers. 0 certification issue(s). 0 MUNIS certification issue(s).
Any Town Day Treatment Ctr	012	6th - 12th	120 courses. 17 staffmembers. 0 certification issue(s). 0 MUNIS certification issue(s).

Reports

Preliminary Audit Report



Preliminary Audit Report

- This report shows summary information and staff members that have “kicked out” as a result of one or more certification errors
- Remember that “kickouts” need to be resolved at the district level by the October 20 sign-off, or they will likely show on the final report to KDE’s commissioner in November

Preliminary Audit Report Summary Page (p. 3)

- File Summary (box B)
 - School year
 - District
 - Total staff members
 - Courses
 - Content areas
- List of Schools (box C)
 - School Code
 - Grade Range
 - Number of courses in SIS
 - Number of certified staff reported through SIS
 - Number of certification issues
 - Number of MUNIS issues

File Summary

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Any Town Day Treatment Ctr	012	6th - 12th	120 courses. 17 staffmembers. 0 certification Issue(s). 0 MUNIS certification Issue(s).

Preliminary Audit Report

School Information

- ❑ **ERRORS** (p.4)
 - No courses for Staffmember – no courses assigned in SIS (may need to change role) (ex. A)
 - SSN not Found in EPSB Database – verify SSN (ex. B&C)
- Certification Issue – look at the information in the report to resolve (may refer to courses or MUNIS) (ex. D)
- ❑ If there are no errors – no list will appear

Any Town High School

School Code: 050

Grade Range: 9th - 12th

413

Notes: 716 courses. 163 staffmembers. 4 certification issue(s). 0 MUNIS certification issue(s).

Staff						
SSN	Teacher #	EPSB Name	EMPTYPE	SIS NAME	COMMENT	
1002012AB	1002012AB		TEACHER	MCDOE, PAT	No courses for Staffmember.	
1003012CD	1003012CD		TEACHER	SMITH, SANDY	No courses for Staffmember.	
1004012EF	1004012EF		TEACHER	ADAMS, DEB	No courses for Staffmember.	
1005012GH	1005012GH		TEACHER	GODSEY, ROB	SSN not found in EPSB database.	
1006012IJ	1006012IJ		TEACHER	JONES, TERRY	No courses for Staffmember.	
1037098KL	1037098KL		TEACHER	BLACK, JENNIFER	No courses for Staffmember.	
1046065MN	1046065MN		TEACHER	DAVIS, JAMES	No courses for Staffmember.	
1047027OP	1047027OP		TEACHER	GRANT, CATHY	No courses for Staffmember.	
1053029QR	1053029QR		TEACHER	JACKSON, HEATHER	SSN not found in EPSB database.	
1099033ST	1099033ST		TEACHER	HENRY, TRACY	No courses for Staffmember.	
1011001UV	1011001UV		TEACHER	UNDERWOOD, STACEY	No courses for Staffmember.	
3456789AA	3456789AA		TEACHER	MCCOY, WILSON	SSN not found in EPSB database.	
1069077WX	1069077WX		TEACHER	LOVE, CARLOTTA	No courses for Staffmember.	
1012398YZ	1012398YZ	Weaver, Dalton Charles	TEACHER	WEAVER, CHARLES	Certification Issue.	



IMPORTANT INFORMATION!

- Staff members showing as non-certification errors on the first page of a school report cannot be checked for certification errors!
- These staff warnings must be corrected first for your LEAD data to be accurate

Preliminary Audit Report

Assignment Errors

- This page shows certification information, MUNIS data, and assignment warnings for those with errors. Only the courses with errors will show. (examples on p. 5 & 7)
- Check MUNIS related errors – make sure the person has the correct job class code.
- Check the error message, which will assist you in resolving certification and coding issues. – see page 2 of your report for a detailed list of errors

Name: Weaver, Dalton Charles SSN: 1012398YZ PSN_ID: 211101050 District: Any Town County School: Any Town High School

Code	Credential	Status	Effective	Expires
TPSS	Temporary Provisional Certificate For Social Studies, 8-12	Certificate Expired (50)	01/01/2005	12/31/2005
TPSS	Temporary Provisional Certificate For Social Studies, 8-12	Certificate Expired (50)	01/01/2006	12/31/2006
TPSS	Temporary Provisional Certificate For Social Studies, 8-12	Certificate Expired (50)	01/01/2007	12/31/2007

Last Name	First Name	Middle Initial	JobClass	Jobclass Description	Comments
WEAVER	DALTON	C	2060	HIGH SCHOOL CLASSROOM INSTR	Insufficient Certification

Teacher	Course	KDE#	Description	Content	Population	Low	High	HQ	Comments
	2247.03	450835	WORLD CIV C/	World History	Gifted	10th	10th		Expired
	2246.05	450835	WORLD CIV	World History	General	10th	10th		Expired
	2246.05	450835	WORLD CIV	World History	Mild Mental Disability	10th	10th		Expired
	2246.05	450835	WORLD CIV	World History	Speech Impaired	10th	10th		Expired

Reports

Full Data Report

Full Data Report

- File Summary – same as Preliminary Audit Report
- Specific School information
 - List of ALL staff members from SIS
 - Includes certification, MUNIS, and assignment information on ALL teaching staff
 - Will show all courses (examples p. 10-12)

Name: Dunne, Jaqueline M

SSN: 1047700YZ

PSN_ID: 299123456

District: Any Town County

School: North Town Primary School

Code	Credential	Status	Effective	Expires
KEL	Professional Certificate For Teaching In Elementary School, Primary Through Grade 5	Cert Issued (30)	08/04/2003	06/30/2008
KELI	Provisional Internship Certificate For Teaching In Elementary School, Primary Through Grade 5	Certificate Expired (50)	08/04/2003	06/30/2004
KELS	Statement Of Eligibility For Provisional Certificate For Teaching In Elementary School, Primary Through Grade 5	History (97)	07/01/2003	06/30/2008
SUBF	Certificate For Substitute Teaching Shall Not Be Valid For Continuous Part-Time Employment For Classroom Teaching Or As A Permanent R	History (97)	07/01/2003	06/30/2008

Last Name	First Name	Middle Initial	JobClass	Jobclass Description	Comments
BROWN	JAUQUELINE	D	2030	PRIMARY CLASSROOM INSTRUCTOR	Job Class Cleared

Teacher								
Course	KDE#	Description	Content	Population	Low	High	HQ	Comments
7010201.01	701020	LANG ARTS	English Language Arts	General	1st	1st	HQ	Cleared
7010301.01	701020	READING	Reading	General	1st	1st	HQ	Cleared
7010401.01	701040	MATH	Mathematics	General	1st	1st	HQ	Jaqueline Dunne - Cleared, Stanley E Pool - Cleared
7010501.01	701050	SOCIAL STUDI	Social Studies	General	1st	1st	HQ	Cleared
7010601.01	701060	SCIENCE	Integrated Science 1	General	1st	1st	HQ	Cleared
7030401.01	703040	TECHNOLOGY C	Computer and Technology Applications (A	General	1st	1st	NA	Cleared

Full Data Report

- Use to verify staff lists after first upload each semester
- Download in late September/early October (FALL) and mid-February (SPRING)
- Distribute to schools for verification of the information (use LEAD application e-mail tool)
- Make sure all principals have reviewed the information prior to HQ in March
 - Any needed corrections will be made by the school/district by unlocking your Spring report
 - Will result in all schools having to start over with HQ report

Reports

E-mailing Reports

E-mailing reports

- Check name of report recipient
 - If incorrect person is showing, update role in KECI
 - Individual must log in to update incorrect or missing e-mail addresses
- Type in message – be specific about which report you want the individual to view
- Click “Send Message” – this will send a link to this report page for their school only

To:

Organization	Preliminary	Full	Email
Darville Independent			<input type="checkbox"/> Robert E Rowland (School District Superintendent) (Bob.Rowla) <input type="checkbox"/> Patsy Clevenger (Director of Finance and Business) (Patsy.Cle) <input type="checkbox"/> Patsy Clevenger (MUNIS Finance Contact) (Patsy.Cleveng@D) <input type="checkbox"/> Gregory Schulz (Dir of District Personnel) (Greg.Schulz@Danvil) <input type="checkbox"/> Gregory Schulz (LEAD Coordinator) (Greg.Schulz@Danville.ky)
Bate Middle School			<input type="checkbox"/> Michael Godbey (School Principal) (michael.godbey@danville.l)
Christian Care Communities Campus			
Darville High School			<input type="checkbox"/> Winfield Scott Smith (School Principal) (win.smith@danville.kys)
Hogsett Elementary School			<input type="checkbox"/> Rebecca Goode (School Principal) (Rebecca.Goode@Danville)
Jennie Rogers Elementary School			<input type="checkbox"/> Danielle Dampier (School Principal) (Danielle.Dampier@Danvi)
Toliver Elementary School			<input checked="" type="checkbox"/> Judith Spellacy (School Principal) (Judy.Spellacy@Danville.kys)

Attachment: [Link to School Report Page](#)

message:

Please review your full report by clicking on the link provided. Check for missing teachers, incorrect assignments, and incorrect content, population, and grade range.
Cindy Godsey – LEAD Coord.

Teacher List Review

- Use the e-mail tool to send each school's full report early each reporting period
- Have school level staff (or district where appropriate) review the staff list and compare EPSB Name to SIS Name
 - If they are different individuals, correct the SSN at the school level
 - If someone's name has changed (marriage etc), they can contact EPSB to have the name changed in our database or change it by logging into their account
 - Make sure all teaching staff are listed in both the SIS and the EPSB columns

School Full Data Report

Staff				
SSN	Teacher #	EPSB Name	EMPTYPE	SIS NAME
1111111AB	1111111AB		SUPPORT	FISHER, BRENDA
4234567CD	4234567CD		SUPPORT	GIBSON, DEBBIE
9876543EF	9876543EF		SUPPORT	WILLIAMS, DIANE
1015599GH	1015599GH		SUPPORT	CARR, HARRIET
1014433IJ		Adams, Virginia B		
1005066KL		Barton, Sally Cole		
8089944MN	8089944MN	Bowden, Roberta	TEACHER	BOWDEN, ROBERTA
1018099OP		Bunch, Lisa Catherine		
1119813QR	1119813QR	Charles, Vicky Lynn	TEACHER	CHARLES, VICKY
1038079ST	1038079ST	Cox, Brandon Ford	TEACHER	COX, BRANDON
1043088UV	1043088UV	Davis, Drema Godsey	TEACHER	DAVIS, DREMA
1053080WX		Douglas, Rebecca K		
1047700YZ	1047700YZ	Dunne, Jaqueline M	TEACHER	BROWN, JAQUELINE
1050280BA	1050280BA	Frisko, Emily Katherine	TEACHER	FRISCO, KATHY
1008989DC		Harrod, Lee Anne		
1008844FE	1008844FE	Hartford, Linda Carol	TEACHER	HARTFORD, LINDA
1063388HG	1063388HG	Howard, Denis Michael	TEACHER	HOWARD, MICKEY
1071726JI		Jones, Stephen Elliot		
1080708LK		Lawson, Yvette		
1049043NM	1049043NM	Mayer, Iris L	TEACHER	MAYER, IRIS
1008833PO		McCoy, Tonya H		
1072211RQ	1072211RQ	Morgan, Timothy Luke	SUPPORT	MORGAN, TIMOTHY
1069944TS		Paul, Derek		
1041515VU	1041515VU	Peters, Sara Rosanne	TEACHER	PETERS, SARA
1072277XW	1072277XW	Pool, Stanley E	TEACHER	POOL, STAN
1009876ZY	1009876ZY	Rhodes, Jackson	TEACHER	RHODES, JACKSON
1053545AZ	1053545AZ	Sampson, Kent A	SUPPORT	SAMPSON, KENT
1079060BY	1079060BY	Smith, Cindy L	TEACHER	SMITH, CINDY
1023456CX	1023456CX	Smith, Michelle LeAnne	TEACHER	SMITH, MICHELLE
1031122DW		Specker, Sandra P		
1078080EV	1014433IJ	Stork, Gerald P	TEACHER	ADAMS, GINNY
1112295FT	1112295FT	Strauss, Deborah	TEACHER	STRAUSS, DEBORAH

- Compare **EPSB Name** to **SIS Name**
 - Examples A and B
- Look for teachers **without SIS data**
 - Examples C and D

The LEAD Steps

Infinite Campus Steps

- Step 1 – Create the LEAD extract file in Infinite Campus
 - Before creating the extract file:
 - Run the Course Codes report to look for missing/invalid state course codes
 - Review staff lists for each school and have teachers verify name/SSN information
 - Selections on extract page
 - For a smaller data set, select only one school
 - All schools must be included in final extract
 - Don't make any changes on EPSB website with just one school loaded
 - Formats – XML, CSV, HTML
 - XML is required for upload
 - Use CSV (Excel spreadsheet) or HTML if you want to look at specific data – these are in the raw file format

Infinite Campus Steps

- Step 1 – continued
 - Extract Summary (Error report)
 - The summary error report created during the extract process indicates records that will not be included in the file uploaded to EPSB
 - These are NOT your LEAD errors; they do need to be resolved
 - Complete the extract process and upload to the EPSB site even if errors remain at first
 - Save and Zip the file

EPSB Site Steps

- Step 2 – Upload the file to the EPSB website
 - The EPSB LEAD system will warn you if the file name is not correct. It must be a zipped file. Acceptable versions include:
 - LEAD_xxx_1_10 (icon must have zipper)
 - LEAD_xxx_1_10.xml (icon must have zipper)
 - LEAD_xxx_1_10.xml.zip
 - Replace the 1 with a 2 for the spring report
 - If duplicate data exists in your file, it will not load = big red stop sign on upload
 - If you see the stop sign, e-mail EPSBLEADTEAM@ky.gov with your name, the district name, and the time of your error



EPSB Site Steps

- Step 3 – Open and review the report
 - Always open preliminary audit report immediately after successful upload
 - Use the “comments” to determine how to correct errors
 - After the first upload, have the schools review the staff list on the full data report for inaccuracies

Correcting and Finalizing

- Step 4 – Correct issues
 - Make corrections in Infinite Campus
 - Repeat Steps 1, 2, and 3 as many times as needed
 - STOP HERE – these steps will be repeated multiple times. Do not move on until most corrections have been made using Infinite Campus
 - Final edits can be done in the LEAD application (*do not go to this step until all possible corrections have been made in Infinite Campus and uploaded through the LEAD application*)

Correcting and Finalizing

- Step 5 – Submit the report
 - Prior to sign off, have each school principal verify the full report for their school. Things they should look for include:
 - Teachers on the 1st page showing with no courses
 - Teachers with incorrect or missing schedules or content
 - Teachers missing from the report completely
 - NOTE: collaborating special education teachers will not have an individual listing but should appear in the teacher list
 - HQ status for each course once it has been entered at the school
 - Sign off indicates you are done working with the report and all data is accurate
 - No changes after sign off
 - Errors still on the report as of Oct. 20 will be reported to KDE

Questions?

More questions?

- Contact Cindy Godsey
 - Cindy.Godsey@ky.gov
 - 502-564-4606 or 888-598-7667
- This presentation will be available for download at
www.epsb.ky.gov/certification/LEAD.asp